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MINUTES OF THE UNIVERSITY SENATE

The October 11, 1988 meeting of the University Senate was called to order by Chairman Marc Brown at 3:25 p.m. in Pratt Auditorium.

The minutes of the September 13, 1988 meeting were APPROVED as published, as moved by Senator Duntley and seconded by Senator Mitchell.

The current agenda items and order were also approved.

The following Senators were excused from the meeting: Grove, Cunningham, Stratton, Dugan, Bellak, Andrew, Auger, Syty, McCreary, Ender, Marx, Kroah, Cignetti, Bright, Dakak, March, Johnston, Baldauf and Schminsky. The following Senators were also absent from the meeting: Como, Katz, Heyer, LeBlanc, Hyder, Bianco, Levinson, Halapin, Russell, Washington, Simpson, McCauley, Begg, Walz, Lauer, Burns, Kot, Wonders, Carey and Walker.

President Welty's report to the Senate is shown as Attachment A.

Senator Richards' report dealt mainly with items concerning the Faculty Professional Development Committee. Faculty should have received a letter from Dr. Gerald Stacy concerning the SSHE System grants; submission schedule is much earlier this year--they must be in the SSHE office by 12-9-88. Therefore, all proposals must be in the Grants Office by November 14, 1988. This year there are ten different categories of grants.

The Teaching Excellence Subcommittee of the Faculty Professional Development Committee is being chaired by Senator Zanich. It is dealing with the following five areas:

- Long range planning
- Teaching centers
- Forum newsletter
- Minority issues
- Special projects.

Senate Chair Marc Brown provided the committee chairs with an up-dated list of student committee assignments.

The Rules Committee announced that the index of University Senate meetings from April 1966 to April 1988 is completed and available in the Special Collections Division of the University Library, Room 302, Ext. 3039. The Committee also listed the following dates for the second semester meetings of the Senate: February 7, March 7, April 4 and May 2, 1989.

The Rules Committee moved changes, additions and deletions to the By-Laws as shown in Attachment B. Changes, deletions and additions are shaded. Item H under IV. Committees and the three deletions under #2, Function - V. Standing Committees, were withdrawn from consideration. The other changes, additions, and deletions were APPROVED by the Senate.

The Curriculum Committee, co-chaired by Senators Richards and Juliette, listed the following for Senate information:

CHANGE IN COURSE TITLE AND NUMBER:

FE 302 History and Philosophy of Education changed TO

FE 202 American Education in Theory and Practice

This change was made with the stipulation that the following prerequisite be added to the course description: "Students must have sophomore status and be enrolled in a teacher certification program."

As moved by the ^{Curriculum} Rules Committee, the following items were APPROVED by the Senate:

COURSE REVISION: FR 254 Civilization of Modern France - 3 s.h.

Prerequisite: FR 252 or equivalent

Study of modern French culture and civilization--social institutions, government, industry, economics and geography. Development of all language skills for use in business situations in French speaking environment. Emphasis on acquisition of an active knowledge of the business world.

NEW COURSES:

~~French Department~~

FR 354 Business French - 3 s.h.

Prerequisite: FR 254 or permission of instructor

Study of principles and practices of business communication in French secretarial and administrative procedures with an emphasis on the planning and writing of business letters, reports and abstracts of articles in business and economy.

~~College of Education~~

ED 499 Multi-cultural/Multi-ethnic Education in the United States - 2 sh

Prerequisite: One methods course must be taken prior to, or concurrently with ED 499.

Provides students with an understanding and appreciation of cultural diversity in the United States. Students will gain the ability to locate and develop curricular materials appropriate to this country's diversity.

PROGRAM REVISIONS:

~~College of Education: Beginning with the Fall 1989 Freshman Class, DELETE HI 104, History of U.S. and PA as a required course for all students in teacher certification programs.~~

~~Department of Computer Science:~~

a. Revision in the B.S. Degree in Computer Science:

Add minors in geography and economics to the list of alternatives under "Other Requirements" necessary to obtain the Bachelor of Science degree.

Minor in Geography for Computer Science Majors:

At least one course from the following (3 cr):

GE 230 Cultural Geography
 GE 241 Physical Geography
 At least three courses from the following:
 GE 313 Cartography
 GE 314 Map and Photo Interpretation
 GE 331 Population Geography
 GE 361 Planning: Basic Studies and Analysis
 GE 415 Remote Sensing
 GE 416 Digital Cartography
 At least one other Geography course (3 cr)

Minor in Economics for Computer Science Majors:

EC 121 Principles of Economics I
 EC 122 Principles of Economics II
 EC 356 Introduction to Econometrics
 EC 334 Economics of Corporate Decisions
 ← At least one other Economics course except EC 101, Basic Economics

b. Revision in the B.A. and B.S. degrees in Computer Science

Add EN 322, Technical Writing as a requirement for all students in the degree program. In order to add this requirement, it is necessary to reduce the number of free electives in each program by 3 credits.

The Academic Committee, chaired by Senator Duntley, listed the following for Senate information:

1. Committee officers: Diane Duntley, chair; Chris Johnson, vice-chair, Robert Stonebraker, secretary.
2. Elected as representatives to Grade Appeals Level II Screening Committees: John Butzow, Kurt Dutt, Larry Miller (faculty/administrator); Brian Burns (student).
3. Elected as Grade Appeals Policy Review Committee: Larry Miller (chair); Kurt Dutt, Chris Johnson, Richard Roberts, Mark Staszkievicz. Persons with concerns for this committee are urged to contact one of the members.
4. At the October 13 Committee meeting, members of the IUP/Spring Hill Commission will make a presentation. If any Senator has concerns which might be addressed in that setting, committee members would be happy to receive them in advance; of course committee meetings are open.
5. The call for nominations for emeritus status has gone to department chairpersons, deans and vice presidents. Action by departments or other administrative units must be completed by November 16.
6. Senators are asked to remind departments and other constituent groups that the Academic Committee receives nominations for honorary degrees on a continuing basis. Nominations for 1990 will be considered during March and April and are due from the Committee to the President on May 1, 1989.

The Graduate Committee, chaired by Senator Nastase, moved approval of the following course proposal:

EL 700 - Writing for Professional Publication - 3 s.h.

Designed to enhance the scholarly writing skills of doctoral students in education. Each student will write a book review, a conference proposal, and a professional journal article. Manuscripts authored by the students will be submitted for peer review and for presentation or publication.

This course was APPROVED by the Senate.

The Graduate Committee moved approval of the following "Policy on Simultaneous Enrollment": "A graduate student at IUP shall not enroll in a second graduate degree program at IUP until he/she has met the requirements for the first degree program or withdrawn from the first degree program." There was discussion of this policy, and a substitute motion by Senator Cunningham, seconded by Senator Mitchell, to return this to committee failed to pass. The Policy was then APPROVED by the Senate by a vote of 53 Yes, 46 No and 2 Abstentions.

The Library and Educational Services Committee, chaired by Senator Bormann, listed the following for Senate Information:

1. Committee Officers: Richard Lamberski, Asst. Chair
Annette Kania, Secretary
Tom Cunningham, Representative to the Budget Subcommittee on Educational Services Fee
Garrett Bozylinski, Representative to the Imprint Board
2. Committee meeting times for Fall 1988: October 25, 1988
November 15, 1988
December 13, 1988

Meetings are held in Stabley 101 from 3:15 to 4:15 p.m.

As moved by the Student Affairs Committee, chaired by Senator Barker, the Senate APPROVED the Foundation Distinguished Achiever Scholarship Program as shown in Attachment C.

The University Development and Finance Committee listed the following information:

1. Committee Officers: Robert Marx, Secretary
Charles McCreary, Representative to the University Budget Committee
Bob Walker, Representative to the Long-range Planning Committee, Facility Sub-committee
2. Committee meeting times for Fall 1988: October 18, 1988
November 15, 1988
December 13, 1988

Meetings are held in G-12 Stapleton from 3:30 to 5 p.m.

As all business had been conducted, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Robert Sechrist
Secretary of the University Senate

REPORT TO THE UNIVERSITY SENATE
October 11, 1988

There are several items upon which I would like to report to the University Senate.

The Board of Governors for the State System of Higher Education will visit IUP on October 17-18. Some members of the Board will tour the campus on October 17. The Board will participate in a meeting beginning at 9:30 a.m. in the Blue Room, John Sutton Hall on October 18. A major agenda item will be the consideration of the 1989-90 appropriation request for the State System of Higher Education.

At this time, there has not been any further action on the 1988-89 budget by the Pennsylvania Legislature. There have been several proposals advanced, but no formal action taken. The Senate is meeting Tuesday, Wednesday, and Thursday this week and the House Wednesday and Thursday. If action is not taken this week, it is anticipated there will be no action until after the November elections, if at all.

On September 23 the Council of Trustees approved a recommendation which I made to them to extend an offer for purchase of thirty acres of County Home land adjacent to the Robertshaw property. This land will be utilized to expand recreational and athletic fields and for future growth of the University particularly as it relates to the University's public service mission. The County Commissioners have approved the purchase in principle and, if final agreement can be reached on the sale of the property, the SSHE Board of Governors will be asked to approve the acquisition at their meeting at IUP on October 18, 1988. The funds to purchase this land will be taken from the State System of Higher Education Series B bond issue in which the University participated over two years ago. I believe this acquisition will be very important to the long-term growth of the University and will also allow us to begin resolving some of our immediate problems regarding field space.

I would like to report that we have received two major gifts in recent weeks. The first gift is a \$100,000 gift from Mr. and Mrs. George Zamias, owners of the Indiana Mall. The gift was received in part as a challenge match for this year's alumni phonathon. This means that any new gifts to the phonathon or increases of gift of \$25 or more will be matched dollar-for-dollar by the Zamias gift. We have gotten excellent results from the first two weeks of the phonathon with over \$50,318 raised as a result of the Zamias challenge.

We have also received an anonymous \$100,000 gift which is to be used to establish an endowment to be used to award Foundation Distinguished Achiever Scholarships to majors in the College of Natural Sciences and Mathematics who come from high schools in Indiana County. This will be a very significant gift in helping the University recruit outstanding students to the College of Natural Sciences and Mathematics.

I wish to report that Dr. Sandra Elman will be speaking at 8:30 a.m. on October 19 at the Multipurpose Room of the Hadley Union Building. She is the recent co-author of the book New Priorities for Regional Universities. I would urge as many members of the Senate as possible to attend that meeting. I believe her comments will be extremely helpful as we enter into discussions on our next five-year plan. The Long-Range Planning Committee is in the process of

REPORT TO THE UNIVERSITY SENATE

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identifying additional speakers who will be available to assist us in thinking through the 1990-95 long-range plan. I will advise you of those meetings as they are finalized.

Finally I am pleased to report to you that the Breezedale Alumni and Conference Center will be open for Homecoming. A reception has been scheduled from 6 p.m. to 11 p.m. on Friday evening, October 21 and open house will again occur from 11 a.m. to 6 p.m. on Saturday, October 22. The building is substantially complete and Dr. Peter Smits, Vice President for Institutional Advancement will be announcing the procedures in the near future that should be followed if any members of the University Community wish to schedule the facility for events or activities. It will be an outstanding addition to the campus and provide an excellent focal point for our alumni to return to the campus. I invite you to visit with alumni during the hours I have mentioned on Homecoming weekend.

This concludes my report.

JDW6/klm

10/14/88

BYLAWS

I. Meetings

- A. The University Senate shall meet at least once a month from September through May at a time and place indicated by the presiding officer. ~~The University Senate shall meet at least once a month from September through May, excluding the summer semester.~~ Additional meetings may be called at the discretion of the chairman, or upon petition by one-third of the Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.
- B. No meeting of the Senate shall be held when the University is not officially in session.
- C. The Chairman of the Senate may convene that body during the summer session when he/she feels that there is necessary business to transact. For the summer session 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular Senate at its first regularly scheduled meeting in the fall.
- D. Notice of all meetings of the University Senate shall be published by the Rules Committee at least one week in advance of such meeting.
- E. A majority of the membership of the University Senate shall constitute a quorum.
- F. Protocol for absences.
 1. Senators unable to attend scheduled senate meetings are to inform the Chairman of the Senate prior to the meeting.
 - ~~2. Senators who are unable to remain in attendance at Senate meetings until adjournment are to inform the Secretary, or a person designated by the Chairman prior to leaving.~~
 3. The Chairman may ask for a roll call or he may designate a person or persons to record attendance.

Procedures relating to absences

1. In the case of absenteeism of faculty senators: the Chairman of the Rules Committee is empowered to require of any faculty senator, who is absent from more than three senate meetings in one academic year, or two consecutive absences to state cause for his absence. Further, the Chairman of the Rules Committee, after such inquiry, may determine, with the majority consent of the committee, whether or not the absences are justified. If it is determined that there has been no justifiable

reason for absences, or if it is determined that circumstances will prevent the Senator from fulfilling his duties, the Chairman, with the consent of the committee, may take the following action:

- a. In the case of a Senator-at-large, the Senator may be replaced from the list of nominees, beginning with the nominee with the highest number of votes short of election.
 - b. In the case of a departmental representative, the committee may request, through the department chairman, that the department conduct an election for the purpose of replacing the incumbent, such election to be completed so that the new representative is chosen prior to the next scheduled senate meeting, the committee to inform the chairman at least ten days prior to the meeting.
2. In the case of student senators: the same procedure of inquiry as for faculty members, and in appropriate cases the following action may be taken:
- SGA and student segment may be requested to appoint or select a new senate member.
3. In the case of Senators from the administration: the same procedure of inquiry and in appropriate cases the following action:
- a. In the case of Senators serving by virtue of office the President of the University is to be informed in writing of the absences of said Senator.
 - b. In the case of Senators elected from the administration, the President of the University is to be informed in writing and requested to conduct an election for the purpose of replacing said Senator, such election to be completed so that the new Senator is chosen prior to the next scheduled Senate meeting. The committee is to inform the President at least ten days prior to the meeting.

II. Officers

A. Chairman

1. The Chairman shall be elected by and from the University Senate for a two year term commencing with the fall semester. In the absence of the Chairman, the Vice-Chairman, or in his absence, the Chairman of the Rules Committee shall preside at the meetings.
2. The Chairman may be a non-voting ex-officio member of all committees.

B. Vice-Chairman

1. The Vice-Chairman shall be elected by and from the membership of the Senate to a two year term to run concurrently with the Chairman.
2. The Vice-Chairman will be responsible for keeping records of all Senate action, past and present, and when necessary, retrieving information concerning previous Senate and/or committee action.
3. The Vice-Chairman will maintain a record of attendance and will inform the Chairman [~~of the Rules Committee~~] on the occasion of the second absence in any semester and of all absences thereafter.
4. The Vice-Chairman may be a non-voting ex-officio member of all committees.

C. Secretary

1. The Secretary shall be elected by and from the membership of the Senate to a term of two years to run concurrently with the terms of the Chairman and Vice-Chairman.
2. The Secretary may serve as an elected member of any committee.

D. Parliamentarian

1. The Parliamentarian shall be appointed by the Chairman from the Senate membership and shall hold office until relieved by the Chairman.

III. Procedures

- A. The senate ordinarily refers "new business" to its appropriate committee for consideration, although it may initiate and create policy from the floor upon the approval of two-thirds of the members present. Questions concerning repeal of existing policies are to be treated as "new business" and should ordinarily be referred to the Rules Committee.
- B. The Chairman of the University Senate shall report to the Rules Committee of the University Senate the disposition of such matters as it has recommended to the Board of Trustees. Recommendations which have been rejected by the Board of Trustees will be returned to the floor of the senate for deliberation and disposition as "old business" at the meeting immediately following the communication of such rejection by the Chairman of the Senate.

- C. Senate meetings shall be conducted according to Robert's Rules of Order, excepting where such procedures conflict with the Bylaws of the Senate, in which case the latter shall take precedence.
- D. Committee report shall be presented on a rotating basis, rather than alphabetically, following the Rules Committee's report. A Committee Chairman may request that its report be given unusually urgent priority to the Chairman preferably before the Senate is called to order, but also during a meeting if unavoidable.

IV. Committees

- A. The University Senate shall have certain standing and consultative committees, as designated below, to formulate and recommend University policy within the area of responsibility assigned to each and subject to review and approval by the entire Senate. These committees shall have the authority to create sub-committees and to call upon consultants as they deem necessary in carrying out their assigned functions. Committees may not appoint or elect voting members to their membership in addition to those provided for in the Rules and Regulations of the Senate.
- B. Terms of service of the elective members of the standing committees shall be two years,¹ one-half to be elected yearly. Election of members to the standing committees shall take place on a yearly basis during the regular May meeting of the University Senate. ~~Committees shall be organized by the Rules Committee and shall be conducted by the Rules Committee.~~
- C. The secretary of each committee shall be responsible for publishing the dates and locations of open committee meetings. The chairman of each committee shall be responsible for filing a copy of a report of each meeting with the Chairman of the Rules Committee as soon as possible following each meeting.
- D. Reports of standing committees shall be distributed to members of the University Senate by the Rules Committee at least one week in advance of the regular Senate meeting.
- E. When a Senate committee has matters under deliberation but is not prepared to recommend action to the Senate, it must submit to the Rules Committee an up-to-date progress report.
- F. All formal actions of committees will be voted on in regular meetings. Executive sessions of committees may be held at the discretion of the committee.

¹Length of service of student members of Senate committees may be one year, but not less.

G. All policy recommendations of committees to the Senate must be accompanied by suggested dates for putting such policies into effect.

Add H. A quorum for committees shall be 40 percent of the membership. ~~with 2000~~

V. STANDING COMMITTEES

A. The Rules Committee

1. Composition:

- a. Sub-committee 1 -- Nominating
- b. Sub-committee 2 -- Steering
- c. Sub-committee 3 -- Amendments and Adjudication

2. Function

- a. The sub-committee on Nomination shall be responsible for the presentation to the University Senate of a list of nominees for the faculty, administrative, and student members of each of the standing committees of the University Senate, [such list of nominees always being double the number of members to be elected from each of the above categories.] Nominees not elected to Committees will be considered alternates for regularly elected committee members when and if the latter should become either ineligible for or unable to complete their committee assignments, the succession of such alternate service to be determined by the number of votes cast for the nominee in the original balloting, the nominee with the greatest number of votes being designated "first alternate", and so forth. It shall be part of the Rules Committee's function determine when such ineligibility or vacancy has occurred and to appoint alternates to these positions immediately.¹ One week in advance of elections, the sub-committee on nominations shall publish its list of nominees [and include pertinent background information about each nominee.] At the request of the President of the University or of the Council of Trustees, or at the request of the Senate itself, the sub-committee shall prepare a list of nominees, [again in the ratio of two nominees for each member,] for such ad hoc or consultative committees as have been requested.

Delete ~~with 2000~~

Delete ~~with 2000~~

Delete ~~with 2000~~

¹When student vacancies occur which cannot be filled by the normal alternate procedure, Committee A shall call for special elections to fill such vacancies.

- b. The Steering sub-committee shall be responsible for preparing and distributing the agenda for the meetings of the University Senate, although the University Senate, may consider matters not on the agenda as specified in Rules and Regulations of the University Senate, section A, paragraph 2. This sub-committee shall also be responsible for assembling, reproducing, and distributing to the members of the University Senate reports of all committees to be on the agenda one week before the regular meeting of the University Senate.
- c. The sub-committee on Amendments and Adjudication. All suggestions for amendments to the Rules and Regulations of the Senate itself will be committed to sub-committee 3 for study and subsequent presentation to the Senate in writing at least 15 days before the meeting at which it is to be voted upon. Passage of the latter requires a simple majority of those voting, such voting to be by written ballot.

Matters dealing with repeal and amendment of policies previously established by the Senate may be referred to sub-committee 3 by a simple majority of those voting, although the Senate may at its discretion, recommit policies for amendment to the committees of their origin. This sub-committee will also function to settle jurisdictional conflicts between University Senate committees.

In cases where the Rules and Regulations of the Senate require interpretation this sub-committee shall assume that function, as the determination of what constitutes a department of the University and at what point it is entitled to elect its faculty to the Senate, and what persons are eligible for service on the Senate from each of its segments. The sub-committee shall also be responsible for establishing and supervising regulations governing admission and participation of non-senate members to senate meetings.

3. Membership

- a. Appointed: the Parliamentarian of the Senate, by virtue of his/her office, shall be appointed to Committee.
- b. Elected: Six faculty, two administrative, and 4 student members shall be elected by and from the members of the University Senate.

4. Officers

A chairman, a vice-chairman, and a secretary shall be elected by the Committee from its members.

5. Meetings

All regular meetings of the Committee shall be open.

B. The Academic Procedures Committee

1. Function

~~Delete:~~ The area of responsibility of the Committee is the determination of academic probation (to include academic grievances), general policies for admissions, scholarships and recommendations for the awarding of honorary degrees and emeritus status, ~~[and calendar review.]~~

2. Membership

- a. Appointed: one representative from the Council of Deans will be appointed member by virtue of his/her office. The Vice President of Academic Affairs shall serve as an ex-officio member.
- b. Elected: the University Senate shall elect seven faculty, four student members, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

~~1. A.~~ C. The ~~Subcommittee on~~ Curriculum Committee

1. Function

The area of responsibility of the Committee is degree requirements, all matters relating to undergraduate programs and curricula except as herein after relegated to the charge of another committee.

2. Membership

- a. Appointed: the Academic Vice President and Provost and two representatives from the Council of Deans shall be appointed by virtue of their offices.
- b. Elected: the University Senate shall elect seven faculty, four student members, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

D. The Graduate Committee

1. Function

The Committee shall be concerned with all matters relating to graduate curricula, degree requirements, general policies for admission, scholarships, assistantships, and other matters pertaining to the graduate students and the Graduate School.

2. Membership

- a. Appointed: the Dean of the Graduate School and the Director of Libraries and Media Resources shall be members of the Committee.
- b. Elected: the University Senate shall elect to this Committee nine members of the graduate instructional faculty, four graduate students, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

E. Committee on Libraries and Educational Services

1. Function

The committee shall be responsible for recommending policies for the Imprint Series, Libraries/Media Resources, Information Systems and Communication Center, and the Printing Center.

2. Membership

- a. Appointed: Director of Libraries/Media Resources and the Associate Vice President for Computing shall be appointed by virtue of their offices.

- b. Elected: seven faculty and five students, one of whom shall be a graduate student, shall be elected by and from the members of the University Senate.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All meetings of the Committee shall be open.

F. Committee on Research

1. Function

The Committee shall be responsible for recommending policies and procedures relating to research.

2. Membership

- a. Appointed: Associate Dean for Research and ~~the Director of~~ ~~the University~~ shall be members of the Committee by virtue of their office.

- b. Elected: One faculty member per academic college and one faculty member representing the University Services and four students shall be elected by and from the Senate. The Graduate School and Research and the School of Continuing Education are excluded from membership.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All meetings of the Committee shall be open.

5. Sub-Committee on Faculty Research Grants

1. Function

The sub-committee is to receive the ranked research proposals from the College Research Committees. The sub-committee must abide by the rank order set by a College Committee. The Committee then recommends rank-order of-funding of research proposals on a University-wide basis. It is not mandatory that a proposal from each school be

selected. These recommendations shall be forwarded directly to the Dean of the Graduate School and Research and to the Senate for information only.

2. Members

Only the faculty members of the Committee on Research shall constitute membership of this sub-committee.

3. Officers

A chairman and a secretary shall be elected by the sub-committee from its members.

G. The Committee on Student Affairs

1. Function

The Committee on Student Affairs shall have as its area of responsibility problems and policies concerning student affairs including housing, health services, the extra-curricular program of the University, social regulations including disciplinary matters, the financial aid program, and other student affairs except those involved in the instructional program.

2. Membership

a. Appointed: the Vice-President for Student Affairs and the Executive Director of the Student Cooperative Association.

b. Elected: ten faculty and fourteen student members shall be elected by and from the Senate to the Committee.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

5. Sub-committee of Club Sports and Intramurals

1. Function

The Sub-committee on Club Sports and Intramurals shall have its area of responsibility problems and policies concerning club sports and intramurals. All actions shall be reported to the Committee on Student Affairs.

2. Membership

- a. Elected: two faculty and three students shall be elected by and from the membership of the Committee of Student Affairs.
- b. Ex Officio: the Director of Intramurals and the Director of Campus Recreation shall be ex officio non-voting members.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by and from the Sub-committee.

4. Meetings

All regular meetings of the Sub-committee shall be open.

H. The Committee on University Development ~~and Finance~~

1. Function

The concern of the Committee is with the University Planning and development program including space utilization and the design, placement and proper function of University facilities and further, to act as an advisory committee to the President on all matters relating to the ~~university~~ budget of the University. In addition, the Committee is charged with the supervision of buildings and grounds including University security and with the general improvement of the campus.

2. Membership

- a. Appointed: Vice President for Finance, the Dean of Admissions.
- b. Elected: seven faculty, three student members and one at-large shall be elected by and from the University Senate.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

I. University-wide Awards Committee

1. Functions

The committee shall have general responsibility for the development of procedures and policies for the granting of awards receiving nomination, screening, and evaluating of candidates for University-wide awards; i.e.

1. Creative Arts
2. Community Service
3. Research
4. Teaching
5. Others assigned

These recommendations shall be forwarded directly to the University President for consideration. The Committee shall report these awards to the Senate for its information.

2. The policies and procedures of the committee must be approved by the Senate.

3. Membership

a. Administration

1. Dean elected by and from the membership of the Senate.
2. Two additional members of the administration elected by and from the members of the University Senate.

b. Faculty

1. One faculty member per academic school.
2. One faculty member representing the University Services area.
3. The Graduate School and School of Continuing Education are not eligible for membership.

c. Students

Three student elected by and from the membership of the University Senate.

- d. Election procedures for the membership of the Committee. Annual election of the members from the University Senate membership shall occur. The first annual election will be held concurrent with the regularly scheduled Senate elections in 1984. Those Senators having the highest votes will receive a two term and the remainder a one year term. The initial election shall be held as soon as possible after the establishment of the Committee from among those Senators serving a two year term.

4. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its membership.

5. Meetings

All regular meetings of the Committee shall be open.

J. Committee on Non-Credit Instruction

1. Functions

The Committee is to oversee the continuing education functions and activities and is in advisory capacity for the School of Continuing Education. The Committee will formulate policy recommendations in the areas related to continuing and non-resident education activities.

2. Membership-Administration

- a. Appointed: The Dean of the School of Continuing Education.
- b. Elected: The University Senate shall elect four faculty and one additional administrator from the School of Continuing Education. There will be no student membership on the Committee.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

K. The Consultative Committee

The Consultative Committees shall be formed at the request of the Senate itself, the President of the University, or the Council of Trustees. Such committees shall serve in an advisory capacity to these officials or the Senate itself concerning the selection and qualification of candidates for certain administrative positions and other matters. Reports of such consultative committees shall be made to the Senate, the President, and the Council of Trustees in the regular manner. Members of these committees shall be selected from a list of student, faculty, and administrative nominees, in the ratio of two nominees for each member, prepared by the Rules Committee.

FOUNDATION DISTINGUISHED ACHIEVER SCHOLARSHIP PROGRAM

In order to stimulate outstanding students to apply and matriculate to IUP, the Foundation Distinguished Achiever Scholarship Program is established. Scholarship recipients will receive \$1,500 annually for four consecutive years. Approximately 18 Foundation Distinguished Achiever Scholars will be named each year at an annual cost of \$27,000. Total cost of the program after the fourth year will be \$108,000. The program will be funded through the IUP Foundation's Annual Fund Campaign.

Criteria for Selection:

1. Students must demonstrate outstanding achievement in one or more of the following areas: school or community leadership, entrepreneurship, sciences, computer science, journalism, music, art, dance, theater, forensics, or other related areas.
2. Students must rank in the top tenth of their class at the end of their junior year and/or have scored 1100 on their junior SAT or ACT equivalent.
3. Students should be nominated by one of the following people: high school guidance counselor, an IUP faculty member, IUP alumnus, high school teacher, or community leader.

POLICIES AND PROCEDURES

- A. Selection - The University Selection Committee shall be composed of the following representatives:
 1. Academic Dean or Associate Dean selected by the Dean's Council.
 2. A representative of the University Financial Aid Committee selected by the Committee.
 3. An Admissions office staff member.
 4. A Financial Aid office staff member.
 5. Two faculty members appointed by the University Senate.
 6. Two students appointed by the University Senate.
 7. An alumna/alumnus, not currently employed at or attending the University, selected by the IUP Alumni Association Executive Board.

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- B. The Committee will begin reviewing applications on February 1 of each year and must complete its work no later than February 25.
- C. The committee shall develop a method of reviewing applications for the award utilizing the criteria for selections listed below:
 - 1. Students must demonstrate outstanding achievement in one or more of the following areas: school or community leadership, entrepreneurship, sciences, computer science, journalism, music, art, dance, theater, forensics, or other related areas.
 - 2. Students must rank in the top tenth of their class at the end of their junior year and/or have scored 1100 on their junior SAT or ACT equivalent.
- D. Scholarship Awards - Each student will receive a \$1,500 scholarship to be paid in the amount of \$750 for each semester during the academic year. The following policies govern the renewal of the scholarship:
 - 1. A recipient must have a 3.0 cumulative grade-point average and have completed 24 credits prior to the beginning of the following year.
 - 2. If a student does not have a 3.0 cumulative grade-point average, he/she will be ineligible to receive the scholarship award for the year. However, if by the end of the summer sessions of the next year the student achieves a 3.0 cumulative grade-point average, he/she will be eligible to receive the \$1,500 scholarship for the following year.
 - 3. Students that accelerate their academic career will not be eligible for more than \$1,500 per year. No awards will be paid once students complete their undergraduate careers.
- E. Recipients of the scholarship will be expected to contribute up to 20 hours of service to the University each semester. The assignment of service opportunities will be completed by the Office of Admissions. The types of service opportunities for which scholars will be eligible are as follows:
 - 1. Serving as hosts at special University functions to include Open House, Guidance Counselor Articulation Days, Interview Orientation Days, and related activities sponsored by the Admissions Office.

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2. Assisting at official University functions sponsored through the Division of Institutional Advancement.
3. Representing the University at special programs such as displays and shopping centers and convention expositions or related areas.
4. Service to the University Museum.
5. Providing assistance to the Department Chair in their academic major.

The office to whom the student is assigned shall be responsible for recording the hours completed by the student.

Approved by the Senate Committee on Student Affairs on September 22, 1988.

Approved by the University Senate on October 11, 1988.